

**JOB TITLE: ASSISTANT OFFICER - COMPLIANCE MONITORING-
TEMPORARY APPOINTMENT (6 MONTHS)**

1.0 PURPOSE AND DUTIES

- i. To assist undertake compilation of Procurement Committee minutes and reports required in line with the Public Procurement Circulars;
- ii. Compile findings and recommendations from Compliance Assessment reports;
- iii. Analysis of information from the compiled reports;
- iv. Update the Appeals and Investigations Register;
- v. Follow-up action proposed in the Compliance Assessment reports to ensure that they are implemented within the agreed timeframe by Procuring Entities and reports to the superiors; and
- vi. Performs other duties assigned by the superiors from time to time.

2.0 QUALIFICATIONS AND OTHER REQUIREMENTS

- i. Education: Full Grade Twelve (12) School Certificate with five (5) credits or better.
- ii. Vocational Requirements: Bachelor of Science Degree in Procurement or Bachelor of Arts Degree in a Social Science or related field with a Diploma in CIPS.
- iii. Experience in public procurement will be added advantage
- iv. Good writing and oral communication skills;
- v. Good interpersonal and analytical skills.

APPLICATION PROCESS

Candidates interested in the above relief positions are encouraged to submit their application letters comprising a Curriculum Vitae and certified copies of Grade Twelve (12) Certificate, Diploma or Bachelor's degree and National Registration Card.

Applications clearly marked with the position being applied for should be addressed and submitted to the:

Director General
Zambia Public Procurement Authority;
Stand No. Sub j – 11790,
Off Alick Nkhata Road, Longacres
P O BOX 31009
LUSAKA

CLOSING DATE

The closing date for receipt of applications will be **Wednesday, 3rd October 2018** by close of business (17:00 hours).